

October 2009

## Hillhurst United Church Post-Service Lunch Host Information

Thank you for volunteering to be a part of the Hillhurst United Church Sunday post-service lunch. Your gift of hospitality permits our long-standing tradition of food, friendship and connection to continue.

Here are some guidelines and suggestions to hopefully make this an enjoyable experience for you and your team of other volunteers.

The menu choice is yours. Do not feel you are obliged to provide a hot meal or the variety and selection that others may choose. A simple meal of soup and buns or cheese-cracker-veg tray will be equally enjoyed.

### Menu Suggestions

#### Simple (any one of the following)

- ◇ Soup, Buns, Bread
- ◇ Sandwiches
- ◇ Cheese, crackers
- ◇ Vegetable platter
- ◇ Salad
- ◇ Your choice of whatever is “simple” or “easy” for you to prepare and serve
  
- ◇ Dessert such as cookies or squares.
- ◇ Beverages – juice, water, tea, coffee

#### Hot (any one of the following)

- ◇ Pasta & sauce
- ◇ Chilli
- ◇ Hearty soup/Beef on Bun
- ◇ Pizza
- ◇ Pancakes & condiments (eg. Sausage, bacon, fruit)
- ◇ Casserole
- ◇ Your choice of whatever you wish to purchase or prepare and serve
- ◇ NOTE: Please include some non-meat selections
  
- ◇ Dessert such as cookies, cake, squares, ice cream, fruit tray
- ◇ Beverages – juice, water, tea, coffee

## Pot Luck

On Pot Luck Sundays there is typically a variety of dishes – hot, cold or simple. Those who choose to bring a Pot Luck offering usually drop it off in the kitchen pre-service.

Lunch Volunteers on Pot Luck Sundays are needed to lay out the various serving dishes plus plates, cutlery, napkins, beverages; and post-lunch clean-up.

## Quantities

There are normally around 130 people that stay for lunch after service. Check with the Lunch Advisor scheduled for your Sunday in case expected numbers are higher or lower for that day.

“DO NOT BE AFRAID” Matthew 1:18

These numbers may seem daunting but by ‘keeping it simple’ and ‘having many hands to make light work’, it can be quite manageable. Ask your Lunch Advisor for advice or talk to others that have previously volunteered as lunch hosts. Some large quantity recipe ideas can be found at :

<http://www.razzledazzlerecipes.com/quantity/index.htm>

## Expense Re-Imbursement

The church has a budget for lunch expenses. You are not expected to absorb the costs associated with your out-of-pocket expenses.

Receipts should be submitted to the Church Office for re-imbursement. Please do not take cash donated by lunch participants as settlement. This makes it difficult to track actual costs and to budget accurately. It may also give the wrong impression to those who see cash being pocketed from the lunch donation basket.

If you choose to make your out of pocket expenses a ‘gift-in-kind’ to the church, you are welcome to do so. Again, receipts should be submitted to the Church Office with instructions to credit your Church Offering account for tax receipt purposes.

## Food Safety, Clean-Up and Kitchen Cleanliness

Unless advised otherwise, part of the Sunday Lunch Host program includes wash-up and returning items to their cupboard storage location. Dishwasher and other instructions are either posted or in the "Kitchen Guide Manual".

Leftovers should NOT be placed in the refrigerator. There is simply too much uncertainty, and potential health risk, around unlabelled or undated containers in the fridge. Any condiments (eg. butter, cream) must be dated.

Those that bring Pot Luck dishes are expected to take any leftovers home with them and do their own wash up of serving dishes/containers.

Kitchen cleanliness and food hygiene are extremely important. Our facilities are subject to Health Inspection.

Food handlers should wash their hands frequently and use serving gloves to avoid bacteria transfer.

Other kitchen and food handling safety procedures are either posted or included in the Kitchen Guide Manual

## Set-Up and Timing

Tables will be set-up in the gym by our Church Custodian.

Lunch begins immediately after service (usually around 12:10)

It is suggested that non-perishable items be placed on the serving tables pre-service.

The coffee urn should be turned on pre-service. Kettles for tea should be pre-heated and set to simmer pre-service.

The "Lunch By Donation" basket should be placed on the first serving table. Any donations should be sealed in an envelope, labeled and left in the church office or given to a staff associate.

Unless more time is required, it is suggested that your serving volunteers leave the sanctuary during the last hymn and do any last minute serving preparations.

Oven instructions and the large tureen serving quantities are in the Kitchen Guide Manual. NOTE: The large stainless tureens, when filled, can take a long time to bring contents to serving temperature. For example, to bring water to a full boil, can take a full hour or more.

## Frequently Asked Questions

- Q How many volunteers are needed for a typical lunch ?  
A The more the merrier. We suggest at least six people to spread the duties. Pre-assigning roles into different tasks such as Set-Up, Serving and Clean-Up will reduce the overall time commitment and permit some time for your group to eat lunch with the others.
- Q We are interested in volunteering but can't do it all ourselves. How can we get help ?  
A Every Sunday has a Lunch Advisor assigned in advance. They can help match you up with others available on the same date. Don't be shy though – ask another family to join with you, volunteer your committee or church group to do this as a group gift of hospitality. It can be a lot of fun, rewarding and great community building.
- Q What if we have kitchen procedure or equipment questions ?  
A At approximately 10:15, a Catering Committee representative or your Lunch Advisor will meet you in the kitchen for a quick orientation and safety briefing and answer any questions.
- Q What if there is a last minute emergency that prevents our group from providing lunch?  
A Contact your Lunch Advisor as soon as possible. They will try to replace you if time permits.
- Q Is Lunch provided every Sunday, year round ?  
A No. There is no lunch service during the summer months when church service begins at 10:00. Also, there are some holiday weekends throughout the year when there will be no lunch.
- Q Are children permitted to help out ?  
A Use your judgment based on their kitchen experience at home. Food handling and equipment operating safety must be observed. Find a job appropriate to your comfort for supervision and their safety. Kids seem to enjoy pushing the cart doing table pick-up.
- Q Is it mandatory to take a 'Food Safety' Course before hosting ?  
A No. Arrangements are made to have qualified people in the kitchen area to meet Health regulations.

## Contact Information:

Church Office: 403-283-1539 [office@hillhurstunited.com](mailto:office@hillhurstunited.com) or [lunch@hillhurstunited.com](mailto:lunch@hillhurstunited.com)



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